

CLASS TITLE: ADMINISTRATOR/ADJUDICATION

Class Code: 02991000

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct hearings on appeals from determinations made by the Department of Health with regard to the Certificate of Need process, by the Catastrophic Health Insurance Plan Program, by the Division of Personnel and by other agencies as delegated by the Director of the Department of Administration; to draft and review legislative proposals for the Department of Administration; and to related work as required.

SUPERVISION RECEIVED: Works independently with regard to the conduct and adjudication of hearings on appeals; the authority to conduct hearings is delegated by the Director of the Department of Administration.

SUPERVISION EXERCISED: Supervises the work of personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct hearings on appeals from various determinations by state agencies and to render decisions thereon.

To service as hearing officer for appellate review of applicant denials by the Department of Health under the Certificate of Need process.

To serve as hearing officer for appellate review of denials of benefits under the Catastrophic Health Insurance Plan Program.

To serve as hearing officer for appellate review of various denials made by the Personnel Administrator.

To serve as hearing officer for appellate review of determinations by state agencies when delegated to do so by the Director of the Department of Administration.

To draft and review legislation proposed by the Department of administration for introduction in the General Assembly.

To act in an advisory capacity to the various boards and commissions within the Department of Administration.

To act in an advisory capacity on various legal matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods, practices and procedures of governmental law; a thorough knowledge of the state laws concerning the Certificate of Need process, the Catastrophic Health Insurance Plan and the Department of administration and its functions; a thorough knowledge of the rules and regulations governing administrative appeals and hearings; a working knowledge of court procedures and the rules of evidence; the ability to adjudicate appeals and prepare written, legal decisions; the ability to draft legislation; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: extensive employment in a responsible administrative and legal capacity in a public agency or private industry or extensive employment as a practicing attorney.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/2003